OPAC lesson plan

Scenario: Freshman orientation to the high school library

Objective: To familiarize students with conducting basic searches using the library catalog system. After completion of the lesson students will be able to easily use the OPAC to look-up and locate books and materials in the high school library.

Standard: **1. Inquire, think critically, and gain knowledge.**

1.1.8 – Use technology resources such as on-line encyclopedias, on-line data bases, and web subject directories, to locate information.

**3. Share knowledge and participate ethically and productively as members of our democratic society.**

3.1.4 – Use technology and other information tools to organize and display knowledge and understanding in ways that others can view, use and assess.

Materials: Computer with projector; copies of powerpoint slides with notes page for future reference; computer lab resources (if available)

Procedures:

1. Distribute handouts to students for future reference
2. Describe the purpose of the automated OPAC system
3. Model basic searches in the OPAC using the computer and projector by;

Looking up various books by title

Looking up various authors

Looking up various subjects

1. Identify call numbers found in the OPAC searches and demonstrate locating the books in the various sections of the library
2. Answer questions from students
3. Have students try sample searches and locate books in the library collection

Assessment: students will search for, locate, and check out a book of their choice.

Closure: Review library layout for different types of holdings and the key elements of using the OPAC system. Remind students of checkout due dates. Call for any final questions.